

**REQUEST FOR PROPOSALS  
SANTA ROSA COUNTY FY04 CDBG PROJECT**

Santa Rosa County is currently seeking proposals from qualified firms interested in providing professional administrative/management services in conjunction with the County's proposed FY 2004 Community Development Block Grant Project. The project budget for the CDBG Grant is \$750,000.00 which includes construction, engineering, and administration. Funds will be sought in one or more of the following categories: Neighborhood Revitalization, Commercial Revitalization, Housing Rehabilitation, and/or Economic Development.

Professional services required shall be secured in accordance with Common Rule; as adopted by DCA, governing procurement and said services shall be performed in accordance with all applicable State and Federal regulations and procedures, including Section 287.055, Florida Statutes- "Consultants' Competitive Negotiations Act".

Administration services will include complete management and reporting for the project with separate tracking for each funding source. A task analysis must be included for CDBG proposals.

Proposals for CDBG Administration Services must indicate a fee for the service with an explanation of the basis for the fee. Fees may be quoted as lump sum, percentage, or hourly rate.

All proposals must be in writing and delivered by hand, Fed Ex, or mail to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida 32570; and must be received by 10:00 a.m., March 9, 2004. Proposals will be publicly opened and read aloud at this time.

Request for proposal packages may be secured from Santa Rosa County Website ([www.co.santa-rosa.fl.us](http://www.co.santa-rosa.fl.us)) or at the Santa Rosa County Procurement Department at the above address. Telephone (850) 983-1833.

Questions concerning this project should be directed to the County Administrator Mr. Hunter Walker at (850) 983-1855.

Only proposals received by the aforesaid time and date will be considered. Proposals received after the time set for the proposal opening will be rejected and returned unopened to the submitter. All proposals shall be sealed and clearly labeled, "**RFP- CDBG Administrative Services.**" Please provide twelve (12) copies of the proposal.

No person or affiliate on the convicted vendors list may, for a period of 36 months after being placed on the convicted vendors list submit a bid on a contract or request for proposals or be awarded or perform work as a contractor, supplier, subcontractor, or consultant. Therefore, all responses will include certifications by the submitting firm regarding Public Entity Crimes and Debarment, Suspension, and other Responsibility Matters or they will not be considered.

The Board of County Commissioners reserves the right to waive irregularities in bids, to reject any or all bids with or without cause, and to award the bid that it determines to be in the best interest of Santa Rosa County.

Santa Rosa County does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or provision of service.

By order of the Board of County Commissioners of Santa Rosa County, Florida.

**LEGAL NOTICE**

One issue – Pensacola News Journal - February 7, 2004

Bill and proof to Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida, 32570, Attn.: Orrin L. Smith

February 7, 2004

**MEMORANDUM**

TO: COMPANY ADDRESSED

FROM: SANTA ROSA COUNTY PROCUREMENT DEPARTMENT

SUBJECT: ADMINISTRATIVE/MANAGEMENT SERVICES CDBG PROJECT

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**REQUEST FOR PROPOSALS**

**PROFESSIONAL GRANT ADMINISTRATION SERVICES**

**PROPOSED COMMUNITY DEVELOPMENT BLOCK GRANT  
FY 04 PROJECT**

**Santa Rosa County**

## **REQUEST FOR PROFESSIONAL GRANT ADMINISTRATION SERVICES**

### **I. PURPOSE:**

- A. Santa Rosa County, in accordance with DCA policy and applicable components of the "Common Rule" 24 CFR, Part 85, and OMB Circular A-102 is requesting separate proposals from qualified individuals or firms to provide professional administrative and management services relative to the implementation of the County's proposed FY 04 Community Development Block Grant project.
- B. The County is proposing to submit an application in one or more of the following categories: Neighborhood Revitalization, Commercial Revitalization, Housing Rehabilitation, and/or Economic Development. The proposed budget is \$750,000.00 which will include construction, engineering, and administration.

### **II. SCOPE OF SERVICES:**

- A. The individual or firm selected shall be required to provide professional administrative and management services whose level and scope will be determined by Santa Rosa County. Specific administrative services required shall include, but not be limited to:
  - 1. Assist the County in meeting financial, administrative, and bookkeeping requirements of the program, including preparation of drawdown requests.
  - 2. Assist the County in meeting the record keeping requirements of the program, including the establishment and maintenance of an acceptable filing system.
  - 3. Assist the County in contract administration and monitoring requirements of the program, including enforcement of compliance requirements.
  - 4. Monitor Davis-Bacon requirements on behalf of the County. Conduct preconstruction conference.
  - 5. Furnish the County with forms necessary for the implementation of project activities included in the approved application.
  - 6. Act as a liaison between the County, contractors, engineers and DCA to ensure an efficient, smoothly managed program.
  - 7. Prepare any program amendments as necessary during the duration of the project.
  - 8. Prepare and coordinate the submission of the appropriate documents to DCA for program close-out and completion.

### **III. SCHEDULE OF WORK PERFORMANCE:**

- 1. Proposers are advised that the capacity to initiate and coordinate all services in a timely and efficient manner is a significant factor. The firm (individual) chosen must be prepared to commence the administration and coordination of project activities immediately upon the execution of a contractual agreement between the County and the firm (individual) selected.
- 2. Proposers who cannot meet this project schedule will be automatically eliminated from further consideration.

#### IV. TYPE OF CONTRACT:

- A. Santa Rosa County intends to negotiate a firm fixed fee contract or "cost not to exceed" type contract for all services herein requested.
- B. All proposers' qualifications will be evaluated and the most qualified administrative proposer selected.

#### V. SUBMITTAL INSTRUCTIONS:

- A. All proposals must be submitted in writing by 10:00 a.m. on March 9, 2004 to receive administrative consideration. All proposals must be original and delivered by hand or Fed Ex, or mail to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida, 32570. Proposers mailing their proposals should allow normal delivery time to ensure receipt of their proposals by Santa Rosa County.
- B. All proposals must be sealed and clearly labeled " **RFP- CDBG Administrative Services** " with the proposer's name and address. Please provide 12 copies of the proposal.
- C. Questions should be directed to Mr. Hunter Walker (850) 983-1855.

#### VI. PROPOSAL CONTENT AND FORMAT

- A. All proposals must be submitted in accordance with the instructions outlined herein to receive consideration. Any proposer submitting inadequate, incorrect, or incomplete information may not receive consideration. Proposals should be brief and to the point. The County reserves the right to reject any and all proposals and to request additional information from proposers if deemed necessary.
- B. Letter of Transmittal: The proposer shall submit a "Letter of Transmittal" which shall as a minimum contain the following:
  - 1. State the location of the office from which the work is to be accomplished.
  - 2. Describe the firm's general qualifications and the range of activities performed by the firm.
  - 3. Briefly state the proposer's familiarity with the needs and conditions existing in the Santa Rosa County that are relevant to the proposed project.
  - 4. Indicate if personnel of the proposer have previously developed and/or administered any CDBG or similar grant projects for Santa Rosa County and/or for other jurisdictions.
  - 5. Certify that the proposer will provide professional guidance to the County relative to compliance with applicable federal, state, and local laws and regulations.
  - 6. Indicate if your firm is a Certified Minority Business Enterprise.
  - 7. Provide any additional information that the proposer feels is essential to their proposal.
  - 8. State that the person signing the "letter of transmittal" is authorized to bind the proposer.

- C. All proposals shall include each of the following attachments:
1. Attachment A: Identify the total number of CDBG projects that the proposer developed and/or administered. Present a cumulative total of projects as well as dollar amount of grant assistance in which personnel of the proposer were instrumental in the development of the application and/or administration of the program following funding approval. **12 points**
  2. Attachment B: Identify the management and staffing of the proposer including resumes. Identify all persons to be assigned to this project and outline the nature of their responsibilities. Include a description of relevant work experience for each person assigned to this project. **15 points**
  3. Attachment C: Describe the work management plan to be utilized by the proposer. The description should include a project schedule showing estimated start and completion dates of all major tasks. **8 points**
  4. Attachment D: Separate open CDBG and other grant projects by administrator in order to help determine the work load of every individual. Include the names and phone numbers of the jurisdiction's contact person. **5 points**
  5. Attachment E: Indicate proposed fee for administrative services. May be stated in lump sum, percentage or hourly rate fee and breakdown of the costs associated therewith. The DCA approved budget and contracted administrative costs; by similar entities, for similar type projects shall serve as the parameter for administrative fees. **5 points**
  6. Attachment F: Indicate whether the firm is a Certified MBE or WBE Business. **5 points**

## VII. CERTIFICATION REQUIREMENTS

- A. Public Entity Crimes Statement – No person or affiliate on the convicted vendors list may, for a period of 36 months after being placed on the convicted vendors list: submit a bid on a contract or request for proposals; be awarded or perform work as a contractor, supplier, subcontractor or consultant. Each submittal to the County for administrative services must include completed Public Entity Crimes Statement (Enclosed).
- B. Certification Regarding Debarment, Suspension, and Other Responsibility Matters – The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and met all other such responsibility matters as contained on the attached certification form (Enclosed).

**Certification Regarding  
Debarment, Suspension,  
And Other Responsibility Matters  
Primary Covered Transactions**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or Local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

_____	2004 CDBG Santa Rosa
Name	County
_____	_____
Title	Project Name
_____	_____
Firm	_____
_____	_____
Street Address	_____
_____	_____
City, State, Zip	_____



SWORN STATEMENT UNDER SECTION 287.133 (3) (A),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to \_\_\_\_\_

by \_\_\_\_\_  
(print individual's name and title)

for \_\_\_\_\_  
(print name of entity submitting sworn statement)

whose business address is \_\_\_\_\_ and (if applicable) its Federal  
Employer Identification Number (FEIN) is \_\_\_\_\_. If the entity has no FEIN, include  
the Social Security Number of the individual signing this Sworn Statement: \_\_\_\_\_.

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of public entity crime.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with legal power to enter into a binding contract and which bids or appeals to bid on contracts for the provision of goods and services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officers determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (ATTACH A COPY OF THE FINAL ORDER.)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

\_\_\_\_\_  
(Signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

Personally known \_\_\_\_\_

or Produced identification \_\_\_\_\_ Notary Public – State of \_\_\_\_\_

\_\_\_\_\_  
(Type of identification) My commission expires \_\_\_\_\_

\_\_\_\_\_  
(Printed, typed, or stamped commissioned name of notary public.)